

S E C R E T

9 August 1971

TO: Director of Materiel

SUBJECT: Civilian Awards - [redacted]

25X1

Following Staff employees of your directorate have been approved by Headquarters to receive indicated Agency awards.

NAME

[redacted]

AWARD

Certificate of Distinction  
Certificate of Distinction  
Certificate of Distinction  
Letters of Commendation  
Letters of Commendation  
Letters of Commendation

To assist Headquarters in the preparation of the appropriate award request documents, we have been asked to prepare a brief but factual paragraph on each person which will serve as justification for the individual recommendations. The paragraphs should in plain terms describe the employee's contribution to the deployment, keyed of course, to the particular award. (A copy of the Agency regulation on these awards is attached.)

Please prepare draft paragraphs on those people listed above and return to me as soon as possible but not later than 17 August.

25X1

[redacted]  
Deputy Commander

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**SECTION VI: AWARDS**

**37. HONOR, MERIT, AND SERVICE AWARDS**

**a. GENERAL**

- (1) By Public Law 83-763, the heads of departments and agencies may confer honor or monetary awards on those whose superior accomplishments or other personal efforts contribute to the efficiency, economy, or other improvements of Government operations, or who perform special acts or services in the public interest. Based on Public Law 83-763 and the CIA Act of 1949, the Agency has established the awards described in subparagraphs b and c below for which all employees and other persons officially affiliated with the Agency are eligible. The Presidential awards mentioned in subparagraph d below are also available in recognition of services for which Agency awards may not be considered fully adequate or appropriate.
- (2) Formal recognition programs can be established only with the approval of the Executive Director-Comptroller; however, Agency supervisors should be alert to acts of unusual merit or achievement so that appropriate recognition action may be taken, including the granting of letters of commendation or more formal recognition.
- (3) Although the security factors present in many Agency activities may limit public recognition, these awards are administered so that outstanding performance may be recognized in a manner consistent with Agency security practices and cover considerations.
- (4) The Honor and Merit Awards Program is administered by the Director of Personnel.

**b. CIA HONOR AND MERIT AWARDS**

- (1) The Distinguished Intelligence Cross (figure 1) may be awarded for a voluntary act or acts of exceptional heroism, involving the acceptance of existing dangers with conspicuous fortitude and exemplary courage.
- (2) The Distinguished Intelligence Medal (figure 2) may be awarded for performance of outstanding services or for achievement of a distinctly exceptional nature in a duty of responsibility, the results of which constitute a major contribution to the mission of CIA.
- (3) The Intelligence Star (figure 3) may be awarded for a voluntary act or acts of courage performed under hazardous conditions, or for outstanding achievements or services rendered with distinction under conditions of grave personal risk.
- (4) The Intelligence Medal of Merit (figure 4) may be awarded for the performance of especially meritorious service, or for an act or achievement conspicuously above normal duties which has contributed significantly to the mission of CIA.
- (5) A Certificate of Distinction may be awarded for sustained superior performance of duty of high value, for a significant single act of special merit, or for courageous performance under hazardous conditions.
- (6) A Certificate of Merit may be awarded for sustained superior performance of duty or a significant single act of merit.

→ Revised: 22 January 1971 (595)

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